



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
Policy Analysis & Program Implementation Unit
Work Programs Section

SUBJECT: MA APPLICATION REQUIREMENTS
1. VERIFICATION OF CITIZENSHIP OR IMMIGRATION STATUS
2. DISCLOSURE OF A SSN

CROSS REFERENCE: Income Maintenance Manual, I-C, 8.1.0 & 8.4.0

EFFECTIVE DATE: Immediately

PURPOSE

This memo describes changes to application policy in the Medicaid (Medical Assistance) (MA) program.

BACKGROUND

Current rules require that:

1. Social Security Numbers (SSN) be provided by every applicant for MA and everyone in their assistance group (AG).
2. Every applicant for MA and everyone in their AG verify his/her citizenship and immigration status.

NEW RULES

Under federal law, we are required to establish the citizenship and immigration status of all applicants for MA and BadgerCare. However, federal law also stresses that we may not require

BWSP OPERATIONS MEMO

No.: 01-13

File: 1115
2710

Date: 03/21/2001

Non W-2 ☒ **W-2** ☐ **CC** ☐

PRIORITY: High

applicants to provide information about the citizenship or immigration status of any non-applicant family or household member or deny benefits to an applicant because a non-applicant family or household member has not disclosed his/her citizenship or immigration status. This is of particular importance to MA, Healthy Start, and BadgerCare where individual children are encouraged to apply and receive benefits. If benefits are sought only for the child, the child is considered the applicant and we are required to establish the citizenship and immigration status of the child, but not the child's parents.

Furthermore, we may not deny benefits to the child, if otherwise eligible, because the child's parents have not provided information to establish that the parents are citizens or qualified immigrants.

The purpose of these guidelines is to eliminate access barriers to potentially eligible MA, Healthy Start, and BadgerCare applicants.

Also, if an economic support agency requires non-applicants to disclose immigrant status and/or SSNs, even though the information is not legally required, they may be inadvertently violating Title VI of the Civil Rights Act of 1964.

PROCESS

During the interactive interview, the eligibility worker will explain to all MA applicants that persons in the group who are not applying:

1. Do not need to disclose their citizenship or immigration status, or their SSN
2. Their failure to disclose this information will not affect the eligibility of the applicant.

The worker should make clear statements about the use and confidentiality of personal information gathered through the eligibility process, including SSNs and immigration status, to directly address the fears of immigrant families.

It is in the interest of the Wisconsin MA program to voluntarily obtain the SSN of everyone in the AG for verification purposes. However, the eligibility worker cannot imply that refusal to provide an SSN by a non-applicant will result in ineligibility for the applicant. In the event that your assurances have no effect, you may verify group income and assets, if necessary, through appropriate collateral means.

CARES

CARES will generate a proper decision when **non**-applicants for MA do not provide an SSN and do not disclose alien or immigration status.

There is no IEVS requirement for persons who are not requesting MA.